

U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 10-261

OPEN TO: All interested candidates
TITLE: Administrative Assistant (Roving)
GRADE: FSN-7 (Rs. 722,365 p.a. to Rs. 1,321,165 p.a.)

DATE: 09/20/2010
AGENCY: USAID
LOCATION: ISLAMABAD

BRIEF DESCRIPTION OF DUTIES: The position is located in the Executive Office and the incumbent serves primarily as a Roving Secretary who is assigned to provide back-up support to various support and technical offices on as needed basis. The position's basic function consists of a full range of administrative and secretarial support services which include reviewing office-originated correspondence for correctness and completeness as well as complying with deadlines; maintaining specific tracking systems for documents; and maintaining and updating selected office hard copy records and databases. The incumbent works for the Executive Office Human Resources Unit when he/she is not assigned to any other office.

QUALIFICATION REQUIRED:

EDUCATION: Completion of Secondary School plus 2 years training in secretarial or business studies is required. A university degree in the above or related field is desirable.

EXPERIENCE: Two to three years of work experience as a secretary, administrative assistant or in any other Support function that would demonstrate capability to succeed in this position. Experience in the service sector, the development assistance sector, with the government of Pakistan, local or international NGO, or other multilateral/bilateral organization will be preferred but is not required.

LANGUAGE: Level IV- English proficiency is required. Excellent oral and written communication in English is essential. Fluency in speaking and writing in Urdu is also required.

KNOWLEDGE: Applicants must have above-average competency and knowledge of personal computer operations and Microsoft Office Suite and associated functionality of calendar scheduling, and Outlook email is required. Knowledge of general administrative concepts, office management, filing systems and modes of correspondence is essential.

ABILITIES & SKILLS: The successful candidate must have strong organizational skills, ability to multitask, possess analytical skills, and demonstrated ability to work collegially in a multi-cultural environment, must possess excellent organizational skills and must be able to work under pressure. He/she must be a self-starter with a strong desire to learn and adjust to the demands of the job.

ADDITIONAL SELECTION CRITERIA:

1. Post Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily been reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **Six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.

8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants for this position must submit duly filled DS-174 Form (Application for Employment as Locally Employed Staff) to the following mailing address:

**Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Interested candidates should clearly mark the position title they are applying for on the envelop. Incomplete and late submissions will not be considered. Only shortlisted candidates will be contacted for the test or interview. To see all open advertised positions and access the DS-174 form, please visit the Embassy website:

http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residence focus to the host country and has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs (Eligible Family Members) and family members of FS, GS, and military personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: October 3, 2010

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.